

District 7390



4 Way Test Speech Contest Manual

2016-2017
(as of 7-6-16)

Rotary District 7390 4-Way Test Speech Contest

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Rotary District 7390

4-Way Test Speech Contest

This manual is designed to give The Four Way Test Speech Contest(4WTSC) committee and all who work on the contest the tools necessary to run a contest. The District intends to promote the following:

- Teach the contestants in our District the ethics of Rotarians as reflected in the Four Way Test.
- Bring contestants into contact with the Rotary Clubs in their communities.
- Encourage better speaking ability and critical thinking in our contestants.
- Provide a program at the District Conference to show our Rotarians the good that is in our youth.

This document is provided to be given to contestants, teachers, administrators and Rotary Clubs to acquaint them with the rules and procedures of District 7390's Four Way Test Speech Contest.

Structure of the Four Way Test Speech Contest

- A. School level/Rotary Club level
- B. District Mid- level
- C. District Finals

Rotary District 7390

4-Way Test Speech Contest

The 4 Way Test

One of the world's most widely printed and quoted statements of ethics is The 4 Way Test, which was created in 1932 by Rotarian Herbert J. Taylor. Adopted by Rotary in 1943, The 4 Way Test has been translated into more than a hundred languages and published in thousands of ways. It asks the following four questions of the things we think, say and do:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

Rotary District 7390 4-Way Test Speech Contest

How the Contest Works

Contestants must be 10th, 11th or 12th grade high school students in a Public, Private or Credited Home School.

During the months of September and October, a local contest will be held by a school/Rotary Club or both, to determine who advances to the next level. Three students can move up to the mid-level from any Club or school Contest. The fee to continue to the mid-level contest is \$75.00 per contestant. The fee is traditionally paid by a sponsoring Rotary Club. Each Rotary Club is encouraged to join with these groups to provide guidance and understanding of the Four Way Test. The idea is to pair up a Rotary Club with a school or class. This way the schools and Clubs are drawn together. The Mid-level Contest is assigned to the participant (based on the sponsoring club's location). A participant may request a change of mid-level venue to avoid certain conflicts such as SAT testing, a championship game or illness. The decision of the chairperson of the 4WTSC is final unless the District Governor decides otherwise.

The best method to recruit students is to find a speech, drama, debate or English teacher to head the on campus team and make this a class project. The reason this program is started in the fall is that the spring semester is very busy.

During the month of November and December mid-level contests will be held in each of five mid-level areas. The winner of each of the five mid-levels will compete in the final competition at the Rotary District Conference. In order to receive a prize, the contestant must speak at the finals. **The finals will be held at the Wyndham Hotel in Gettysburg, PA on May 6, 2017.**

Mid-level Coordinators are responsible to locate schools/clubs and administer that part of the program. This includes locating and training the judges and timer. See Job Descriptions.

Rotary District 7390 4-Way Test Speech Contest

Subject

Any topic which a contestant feels is timely, interesting, and important may be used for the contest speech as long as it is not profane, obscene unpatriotic or racist. If a contestant or coach has any doubts at all, he/she should check topic with the Contest Chairperson for the next level where he/she will speak. The decision of the Chairperson is final.

The topic must be specifically subjected to The Rotary Four Way Test. It must be used throughout the body of the speech and is not to be reserved for the beginning or concluding statements only.

Midlevel #2
Mid-level Coordinator

Dr. Marianne T. Bartley
1000 South 8th Street
Lebanon, PA
717-270-6711
mbartley@lebanon.k12.pa.us

Lebanon

November 17, 2016
4:00pm
Lebanon High School Atrium
1000 8th Street
Lebanon, PA 17042

Midlevel #3
Mid-level Coordinator

Lew Elicker
519 North Road
York, PA 17403
cell - 717-873-0583
home - 717-428-1410
work - 717-757-6999
e-mail - lelicker@stambaughness.com

York

November 5, 2016
9:00 am
Emanuel United Methodist Church
40 S. Main Street
Loganville, PA 17342

Midlevel #4
Mid-level Coordinator

Bruce J. Warshawsky
2320 N. Second St.
Harrisburg, PA 17110
cell - 717-238-6570
work - 260-3527
e-mail bjw@cclawpc.com

Susquehanna Township

November 12, 2016
10:30 am
Giant Store
2300 Linglestown Road
Harrisburg, PA 17110

Midlevel #5
Mid-level Coordinator

Justin T. Doty
101 N. Hanover St.
Carlisle, PA 17013
cell - 717-609-7513
justin@fsa-md.com

Carlisle

December 3, 2016
10:30 am
Shippensburg University -
Anthony F. Ceddia Union Building

Rotary District 7390 4-Way Test Speech Contest

Clubs or Schools in Mid-level Area Groups

1. Lancaster County Area

East Petersburg
Lancaster
Lancaster-Hempfield
Lancaster- Northeast
Lancaster- Penn Square
Lancaster- South
Lancaster Sunrise
Lititz
Manheim
Paradise

2. Lebanon County Area

Denver - Ephrata
Donegal Area
Lebanon
Mount Joy
Myerstown-ELCO
New Holland
Northern Lebanon
Palmyra
Elizabethtown

3. York County Area

Eastern York County
Hanover
Red Lyon/Dallastown
Southern York County
Uptown York
York
York East
York North
West York

4. Dauphin County Area

Colonial Park
Harrisburg
Harrisburg Keystone
Hershey
Hummelstown
Millersburg
Susquehanna Township Rotary District 7390

5. Adams / Cumberland / Perry Counties

Carlisle
Carlisle Sunrise
Gettysburg
Littlestown
Mechanicsburg
Mechanicsburg North
New Oxford - Conewago Valley
Perry County
Shippensburg
West Shore



ROTARY DISTRICT 7390 FOUR-WAY TEST SPEECH CONTEST ENTRY FORM

Student's Name: _____

School: _____ Grade _____

Student's Teacher: _____ Subject Taught: _____

Student's Home Address: _____

Student's Home Phone Number: _____ Email: _____

Student's cell phone _____

Sponsoring Rotary Club (if known) _____

I declare that the research and written work on this speech are mine and mine alone. I understand that my sponsoring Rotary Club and/or Rotary District 7390 may video my speech presentation in whole or in part and use it to promote future contests within Rotary. I have read the rules of this contest on www.rotary7390.org District website.

Student Signature:

Parent/Guardian Name (Print):

Parent Signature:

Date: _____

All items must be filled in.

Return to

Melissa Bruck
District 7390 Office
515 South George St.
York, PA 17401-2723

office@rotary7390.org

by November 2, 2016

Suggestions for Operating a Four Way Test Speech Contest

A definite time and location should be set for the drawing and speaking order. All contestants and coaches should be notified.

Before the meeting/contest begins:

- Meet with judges and timekeeper - Review judging, scoring and timekeeping procedures. Answer any questions.
- Conduct drawing for speaking order - Be certain to write down the identity of the speaker for each number.

Call the meeting to order:

1. Invocation
2. Pledge of Allegiance
3. Welcome and purpose of the contest
4. Introductions (do not introduce judges or contestants at this time).
5. Explain the operation of the contest.
 - a. "Contestants will be introduced by speaking order".
 - b. MID-LEVEL only - "Speakers may use one 3x5 card for notes".
"Props will not be allowed."
6. Introduce Speaker Number 1 (not their name at this time)
7. At the end of each speech, have the timer signal when one minute is left to give the contestant time to sum up their speech.
8. Introduce Speaker Number 2 - Repeat the same procedure for all speakers as for Speaker Number 1.
9. After all contestants have spoken and the judges have tallied their scores, the timer will give them any penalty points. The judges will subtract the penalty points to arrive at the new points total and then rank the contestants and determine a winner, second place, etc.

10. While the judges are determining the ranking of the contestants, recall the speakers by order of speaking.
 - a. Have each speaker introduce himself/herself by name, school, class (freshman, sophomore, etc), what inspired them to write this particular speech, and what do they see for their own future (college, etc).
11. Announce the winners of third place, then second place and finally first place.
 - a. Announce the time and place of the next contest.
 - b. Thank and introduce the judges and timer.
 - c. Thank all of the speakers for an excellent program.

Rotary District 7390 4-Way Test Speech Contest

Four Way Test Speech Contest Governing Principles and Rules

Subject:

Any topic which a contestant feels is timely, interesting and important may be used for the contest speech as long as it is not profane, obscene, unpatriotic, or racist. If a contestant or coach has any doubts at all about the speech topic, contact the Contest Chairman for the next level where he/she will speak. The decision of the Chairman is final.

The topic must be specifically subjected to The Four-Way Test, and must be affected throughout the body of the speech and is not to be reserved for concluding statements only.

THE ROTARY FOUR WAY TEST

of the things we think, say or do

1. IS IT THE TRUTH?
2. IS IT FAIR TO ALL CONCERNED?
3. WILL IT BUILD GOODWILL AND BETTER FRIENDSHIPS?
4. WILL IT BE BENEFICIAL TO ALL CONCERNED?

JUDGES AND TIMEKEEPERS

Three judges and a timekeeper will be used at each level of this contest. Club contest Chairpersons will select the panels at the club level. The person running the mid-level will select the panel for the mid-levels. The District Contest Chairperson will make the selection for the District Finals. No more than one of the three judges may be a Rotarian, at the Mid-level contest. Judges should be limited to judging in one level of our contest each year. All judges should have a good knowledge of public speaking. The FOUR WAY TEST and its application should be furnished to the judges and timekeeper at least two weeks before the contest. These rules may be waived in an emergency if no other qualified persons are available.

GENERAL

Contestants must be currently in attendance at a public or private high school, charter school or home schooled within Rotary District 7390.

No student may be a contestant in more than one club Contest in any one year. More than one club may recruit contestants from a high school shared with another club. Nothing in our rules shall prohibit clubs from developing their own procedures, requirements, and/or guidelines for their contest. This could include asking speakers for a copy of their speech. Contestant Entry Forms must be turned in to Registrar before mid-level contest.

DISQUALIFICATION:

Contestants will be disqualified if they arrive after a contest has begun or if their speech is determined to be profane, obscene, unpatriotic, or racist.

Contestants will be disqualified if they use any props.

If due to unforeseen circumstances, the contestant is going to be late and calls before the starting time, the mid-level coordinator has the option in delaying the start of the contest up to fifteen minutes.

PRIZES

All prizes are at the discretion of the hosting Club or District. Club and District awards will depend on the money available.

These are the awards we try to provide.

	First	Second	Third	Others
Club Level	UP	TO	CLUB	CLUB CHOICE
MID-LEVEL	TO	BE	DETERMINED	CERTIFICATE
DISTRICT FINALS	\$1500.00	\$1000.00	\$500.00	\$250.00 each

EXPENSES:

Each contestant must be sure they have a understating about what expense, if any, will be paid by his/her sponsoring club. For example, it is traditional for a sponsoring club to pay for two lunches at the District Finals for their contestant. It is the responsibility of the contestant to pay for any addition meals. This and any other expenses should be discussed prior to the contest to keep anyone from embarrassment.

SELECTIONS

First place only, each mid-level contest, will advance one person to the finals. If there are less than five mid-levels, the Four Way Test Speech Chairperson shall determine the number of contestants who will advance to the finals. The District is divided into 5 groups of clubs and the scores each contestant earns will also be used to determine who advances.

JUDGING:

Judges seat themselves apart from each other and must not communicate about their evaluations of the speakers until the final scoring is made. Speakers must be ranked by first place though the number of speakers in the contest, with no ties. Point judging will be based on the following:

- CONTENT (0-20points)
 - Introduction, originality, organization, conclusion
- DELIVERY (0-20 points)
 - Voice control, articulation, enunciation, diction, body language (gestures, facial expression)
- FOUR WAY TEST (0-30 points)
 - Total integration of Rotary's four-way test throughout the body of speech.
- TOTAL IMPACT (0-30 points)
 - Overall appeal and IMPACT persuasiveness.

Judges must total points for each speaker in the TOTAL POINTS column, subtract any penalty points, and then enter the NET POINTS. Judges will next rank the speakers. The NET POINTS will be used as a basis for the ranking. THERE MAY BE TIES IN POINTS BUT NOT IN RANK!

Final judging will be as follows: The winner will be decided by rank order. If the contestant has more #1 rankings than any other contestant, he/she is winner. If a winner cannot be chosen in this manner, the judges will total the ranking earnings and the contestant with the lowest total of ranking earned will be the declared the winner. If a winner can't be chosen by either of these methods, then the decision will be made on the basis of the THE TOTAL NET POINTS. The speaker with the highest total will be declared the winner. If no clear winner can be chosen by the above means, the decision will be made by a vote of the judges. Any contestant receiving a majority vote of the judges will be declared the winner. ANY PROTEST RELATIVE TO THE CONDUCT OF A CONTESTANT, OR THE OPERATION OF A CONTEST, AT ANY LEVEL OF THE CONTEST, MUST BE MADE TO THE CHAIRPERSON OF THAT PARTICULAR CONTEST BEFORE THE WINNER IS ANNOUNCED. THE DECISION OF THE CHAIRPERSON SHALL BE FINAL.

TIMING:

Each speech must be greater than, or equal to, five (5) minutes in length. In addition, each speech must be less than, or equal to, eight (8) minutes in length. Penalty points will be deducted from the contestants score at the rate of two (2) points for each 15 seconds or fraction thereof that a contestant either runs over in the eight minute maximum or under the five-minute minimum.

SPEAKER'S NOTES:

Speakers may use whatever notes they feel necessary at the school and club level. Only one 3 x 5 card will be allowed for notes at the mid-level contest. Props will not be allowed at the mid-level contest. Notes and props will not be allowed at the District finals. Audience participation shall be considered a prop. **Speakers at the District finals must submit written or typed copy of their speeches to the District Chairman prior to the District finals.**

SPEAKING AIDS

Lecterns and microphones must be available for the speaker use, if they so choose, at the mid-level and final contests. If a microphone fails to operate properly during the speech the contestant will have the option of starting over, continuing on with the present microphone or starting over using a hand-held microphone located at the podium.

PUNCTUALITY:

Any speaker who does not show up in time for the drawing or speaking position will be the first speaker if he/she shows up before the contest begins. If a contestant appears after the contest has begun, he/she will be disqualified. If the contestant is going to be 15 minutes late, for a valid reason and calls the chairman before the starting time, the mid-level coordinator has the option in delaying the start of the contest up to fifteen minutes. A stay may not be invoked if its use penalizes another contestant.

BALLOT CONFIDENTIALITY:

Ballots of the contest, at each level, must be considered and kept confidential. However, a chairperson may give a coach or speaker his/her scores but not give him/her the scores of any other contestants. Score Sheets and attendance sheet must be turned into the District Chairman and be added to the records.

PROCEDURES FOR JUDGES:

1. Make sure that you have an understanding of our rules and scoring and ranking process.
2. Enter points for each speaker
3. Total points for each speaker after each has spoken.
4. The timekeeper will give you any penalty points for the speakers after the last speaker has spoken.
5. Subtract penalty points from total points and enter as net points.
6. Rank speakers after you have determined the net points. You may have ties in points but not in the rank order.
7. Your score sheets will be collected after you have ranked the speakers.
8. SUBJECT: Any topic which a contestant feels is timely, interesting and important can be used for the speech contest speech.
The topic must be specifically subjected to the Four Way Test and must be effected throughout the body of the speech and it is not to be reserved for the concluding statements only.
9. **When results are turned into the head judge, the head judge must submit the winning ranking order and the name (first, second, third, etc.) to the person running the event. It is then given to the District Chairman.**

THE ROTARY FOUR-WAY TEST of the things we think, say or do.

1. IS IT THE TRUTH?
2. IS IT FAIR TO ALL CONCERNED?
3. WILL IT BUILD GOODWILL AND BETTER FRIENDSHIPS?
4. WILL IT BE BENEFICIAL TO ALL CONCERNED?

Thank you for caring enough to give of your valuable time and effort to perform this worthwhile task. We appreciate your thoughtfulness and concern.

If there are more than 8 speakers at any mid-level then two sets of Judges may be arranged. After each round, the Judges rotate one Judge to provide a mix between the speakers. At the end of the competition the scores for all contestants then determine First, Second and Third for the combined Mid-level.



FOUR-WAY TEST SPEECH CONTEST ROTARY INTERNATIONAL DISTRICT 7390

JUDGES SCORE SHEET

Speaker #	Content	Delivery	Four Way Test	Total Impact	Total Points	Less Penalty Points	Net Points	Rank Order
	0-20 Introduction, Originality, Organization, Conclusion	0-20 Voice Control, Enunciation, Articulation, Diction, Body Language	0-30 4-Way Test Integration	0-30 Overall appeal, Persuasiveness, Impact		< 5 min > 8 min -2 points per 15 sec		
1								
2								
3								
4								
5								
6								
7								
8								

PROCEDURES FOR TIMING

Each speech must be greater than or equal to five (5) minutes in length and less than or equal to eight (8) minutes in length. Penalty points will be deducted from a contestant's score at the rate of two (2) points for each fifteen (15) seconds or fraction thereof that a contestant either runs over the eight minute maximum or falls short of the five minute minimum. The Timer will hold up his/her hand at the eight minute mark to notify the speaker.



FOUR WAY TEST SPEECH CONTEST ROTARY INTERNATIONAL DISTRICT 7390

TIMEKEEPER'S SHEET

SPEAKER #	BEGIN	END	ELAPSED TIME	PENALTY POINTS IF ANY
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

SUBMIT TO CONTEST CHAIRPERSON AT THE END OF THE SPEECHES

NOTE:

Timing of speaker begins when speech actually starts and ends when the speaker stops speaking.

4-Way Test Speech Contest

Job Descriptions

Chairperson;

- The chair is responsible for recruiting committee members and training them, including his/her replacement.
- Contact as many Rotary club presidents and school personal as possible to encourage them to participate. The mid-level coordinators are doing the same job trying to spread the contest throughout the District.
- Reports to the governor and the board of Counselors.
- Should speak at PETS and the District Assembly.
- Runs the finals at the District Conference.
- Gets a video person to record the District Finals at the Conference.
- Arranges judges (at least one should be a toast master and one should be a Rotarian who knows speech Contests for District Finals.
- Makes sure the committees are doing their jobs.
- Keeps copies of all correspondence.
- Runs all committee meetings. There should be one meeting before the contest starts in the new year, one before the mid-levels and one wrap up meeting after Final Contest at the Conference.
- Check all documents to make sure they are consistent with the district policy for that year.
- Chairman should attend as many mid-level contests as possible.
- Ensure that the program is run professionally and that the rules are known to all and enforced equally for all.
- Notify the Governor, Governor Elect, Governor Nominee and the Governor Nominee Designate of all meetings, progress of all committees and problems, how many clubs, schools and students are participating.
- The finals should be run as described in the mid-level contest and run by you.
- Lavalier microphones and detachable podium microphones must be provided for the finals.
- The finals should be videoed and the sound tied into the room's sound system.

- Prior to the finals, a letter should be sent to the finalists and the alternates (if they are used) giving them the date of the Conference, location and directions, and time to arrive.
- At the finals, when the contestants all arrive, explain the stage and microphone situation and reemphasize the critical rules of the contest.
- The clubs have the option to do it if they choose. If an incoming president knows of the program at his/hers PETS and what it costs they will be able to include it in their budget. This program draws people to the District Conference.
- THE CONTEST MUST BE ALLOWED 90 MINUTES AT THE DISTRICT CONFERENCE. THE CHAIRMAN MUST NEGOTIATE THIS WITH THE GOVERNOR AND CONFERENCE CHAIRMAN.
- Write thank you notes for everyone as appropriate.

Mid-level coordinators:

- BEFORE THE SCHOOL YEAR ENDS, contact clubs and schools, in their areas, about next year's program. Locate school and club personnel to work in the program. Contact school counselors, speech teachers, drama teachers, debate teachers, and English teachers to apprise them of the program and get in their lesson plan for next year.
The ideal program is to have the school person work with the club person to recruit students to compete in the club level contest with the winner moving on to compete at the mid-level (one of five in the District). The five winners of the mid-levels move onto the finals.
- Set up and run the mid-level contest during the months of November and December. You will need to supply three qualified judges and venue. Keep in touch with the club winners that are coming to the mid-level contest. Give them location, time, rules and suggested dress requirements.
An alternate Contestant should be also notified in case circumstances cause the first choice not to be able to go.
- Contact all RYLA students, Interactors, and Rotarians who might have students who would like to enter the contest. Notify last year's participants that are eligible to enter again.

Rotary District 7390

4-Way Test Speech Contest

Your Club Contest: What you need to do:

1. Notify the District chairperson that your club intends to participate. Your mid-level Coordinator or District chair will be happy to help you with organizing your contest.
2. Have your Committee review the contents of this manual. Make copies of information that you want to distribute.
3. Contact the high school principal or teacher and explain the contest. Ask the principal to designate a cooperating teacher/facilitator. Make contact with that cooperating teacher. Volunteer to go to the school and teach a lesson that explains the objectives the Four-Way Test and the speech contest, why we have it, what the speeches should be about, how they're judged, and what the prize money will be. Brochures with applications are available by contacting the District Chairperson or Registrar.
4. It is recommended that there should be no more than eight contestants in a club contest. If a participating school has more than six contestants, the school facilitator, supported by the club contest chair, should conduct in school runoffs to arrive at six or less finalists. If there is all only one participating school in your area, the contest and judging can be held at the club meetings as the program. If students from more than one school are participating, devise an equitable way to determine who gets to compete in the club contest.
5. For the club meeting when speeches are given, invite the parents, principal, and cooperating teacher in addition to the speakers. The club should pay for these additional meals. The award of cash prizes, four-way test plaques, and other prizes is at the discretion of the club.
6. Use the enclosed judging sheet to determine winners. This will be the scoring sheet used at the club, mid-level, and District levels district finals. Be sure the participants have seen and use this sheet when developing their speeches.
7. Prepare press releases to acknowledge your contestants and provide your club with additional public relations. Sample to follow.

For Immediate Release
Rotary Club of _____
Contact _____
Telephone _____
E-mail _____

SAMPLE PRESS RELEASE

The Rotary Club of _____ is pleased to announce the winners of its annual Four-Way Test Speech Contest for 10th, 11th & 12th grade students at _____ High School. The Four-Way Speech Contest is a set of four questions that Rotarians use to assist in the conduct of their personal and professional lives. The questions are: "Is it the truth? Is it fair to all concerned? Will it build good will and better friendships? Will it be beneficial to all concerned?" The theme of this year's contest was "The Four Way Test in My Life."

The Club recognized the following students from _____ High School who were recognized and presented with certificates. The winners are:
1st place – List Name _____
2nd place – List Name _____

With 1.2 million members in more than 200 countries and geographic areas, Rotary International and the Rotary Foundation support local and international projects that help people in need and promote understanding among cultures. For more information about the Rotary Club of _____, visit www.rotary7390.org.

Suggested Photo Caption:

The Rotary Club of _____ recognizes the winners of the Four-Way Test Speech Contest and recognized their teachers. From left to right _____

ROTARY

International

District 7390



FOUR -WAY TEST SPEECH CONTEST



Prizes up to:

First Prize : \$1500.00

Second Prize : \$1000.00

Third Prize : \$500.00

Two \$250.00 runner up

HOW IT WORKS

Participants must be 10th, 11th or 12th grade high school students.

Develop a speech on any subject.

Apply the Four-Way Test

throughout your speech. The speech must be 5 to 8 minutes long.

Contests will be held by your local Rotary Club to determine who goes to the midlevel contest.

The midlevel contests dates to be announced. Local winners will be assigned to one of five of these contests.

The final contest will be a contest of the five winners of the area midlevels. The speech must be given without the use of notes or props.

The finals will be held at the Rotary District Conference at the Wyndham Hotel, PA on May 6, 2017.

See the District website for complete rules and information.

www.rotary7390.org

The Four-Way

Test

The test, which has been translated into more than 100 languages, asks the following questions:

Of the things we think, say or do:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

CONTACT

FOR GENERAL QUESTIONS:

Bill Cluley - 717-395-6157

e-mail - cluley2@comcast.net

FOR REGISTRATION QUESTIONS:

Melissa Bruck - 717-854-7842

e-mail - office@rotary7390.org